Multi-Story Exhibit Booth Requirements

Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theatres are permitted in Halls A, B, C, D, and E providing they meet the following minimum life safety requirements.

REQUIREMENTS

- Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.

- Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 2A20BC.

- The maximum occupancy of the load-bearing area(s) in a multi-story exhibit is limited to one person per fifteen square feet of floor space, not to exceed a total of twenty five persons. This maximum occupancy must be posted.

- There must be at least two means of egress from each load bearing area(s) in excess of 200 square feet in a multi-story exhibit, or from each covered assembly area in excess of 200 square feet.

- A fire prevention attendant shall be provided by the exhibitor and shall be on duty at all times that the exhibit hall is closed, from the time that the enclosure is completed until the time that the enclosure is dismantled.

- Five copies of the exhibit plan must be submitted to the Washington Convention Center Authority not later than forty five (45) days prior to the installation. The plans must be certified and sealed by a licensed structural engineer or licensed architect. These plans will be reviewed by the WCCA and the D.C. Fire Prevention Division for approval and permit processing.

- Exhibits may not be installed without approval and permit processing. The D.C. Fire Prevention Division has the authority to stop work and prohibit occupancy of booths that are not in compliance.

Address for floor plan submission:

3 x copies:
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1 x copy:
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